

# APPENDIX B

## SAMPLE INSPECTION CHECKLIST

The following is a sample checklist that a school district can refer to as it develops its own auditing materials. This checklist was provided by Edward H. Brzezowski, P.E., Facility Energy Services, Inc., Chester, NJ 07930 (<http://www.fes.nj.com>). Not all items will be applicable to all school facilities. Moreover, this audit form does not represent a standard or agreed-upon convention.

### SCHOOL BUILDING FACILITY MANAGEMENT CHECKLIST

#### EXTERIOR ENVELOPE

##### Exterior Walls

- ☐ Curtainwall
- ☐ Finishes-Ceilings
- ☐ Masonry

##### Roof

- ☐ Roofing
- ☐ Skylights

##### Doors

- ☐ Doors/Hardware-Exterior

##### Windows

- ☐ Windows

##### Misc.

- ☐ Other Exterior

##### Notes:

#### INTERIOR ENVELOPE

##### Classrooms

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Offices

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

##### Music Room

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Auditorium

- ☐ Auditorium Seating
- ☐ Stage Curtain
- ☐ Handicapped Access
- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

##### Media Center

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

##### Art Room

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Science Room

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Life Skill/Home Ec

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Teachers Room

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

##### Technology Ed

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Small Group

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework
- ☐ Chalkboards & Markerbds
- ☐ Bulletin Boards

##### Gymnasium

- ☐ Bleachers
- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Gym Partitions

**Cafeteria/MP Room**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Kitchen**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors

**Nurse**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Toilet Room Finishes**

- ☐ Toilet Partitions
- ☐ Handicapped Access
- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Mechanical Room**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Janitor Closet**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Casework

**Storage**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Stairs**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Railings
- ☐ Guard Rails
- ☐ Stair Treads
- ☐ Stairs
- ☐ Chalkboards & Markerbds

**Corridors**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls
- ☐ Lockers
- ☐ Finishes-Walls

**Handicapped Access**

- ☐ Handicapped Access
- ☐ Ramps-Interior
- ☐ Railings

**Doors**

- ☐ Doors/Hardware-Exterior
- ☐ Doors/Hardware-Interior

**Elevators/Lifts**

- ☐ Elevator

**Structural Issues**

- ☐ Structural

**Misc.**

- ☐ Other-Interior
- ☐ Sump Pump
- ☐ Swimming Pool

**Other**

- ☐ Finishes-Ceilings
- ☐ Finishes-Floors
- ☐ Finishes-Walls

**Notes:****DISCIPLINE: ELECTRICAL SYSTEMS****Power & Distribution System**

- ☐ Electrical-Service
- ☐ Electrical-Distribution
- ☐ Electrical-Wiring
- ☐ Electrical-Receptacles
- ☐ Electrical-Transformer

**Communication Systems**

- ☐ Cable TV System
- ☐ Clocks & Program
- ☐ Local Area Network
- ☐ Public Address System
- ☐ Security System

**Lighting Systems**

- ☐ Lighting-Exterior
- ☐ Lighting-Interior
- ☐ Lighting-Theatrical

**Emergency and Exit Systems**

- ☐ Egress Lighting
- ☐ Emergency Generator
- ☐ Exit Signs

**Fire Alarm Systems**

- ☐ Fire Alarm-Entire System
- ☐ Fire Alarm-Main Panel
- ☐ Fire Alarm-Remote

**Annunciator**

- ☐ Fire Alarm-Detection System
- ☐ Fire Alarm-Audible Alarms

**Notes:****DISCIPLINE: NEW CONSTRUCTION**

- ☐ Addition
- ☐ Alteration
- ☐ Building Demolition

**Notes:**

## DISCIPLINE: PLUMBING SYSTEMS

### Piping

- ☐ Piping-Domestic Water
- ☐ Piping-Sanitary
- ☐ Piping-Storm

### Pipe Insulation

- ☐ Pipe Insulation

### Fixtures

- ☐ Sinks
- ☐ Toilets
- ☐ Urinals
- ☐ Water Fountains

### Hot Water System

- ☐ Hot Water System

### Drains

- ☐ Floor Drains
- ☐ Roof Drains

### Pumps

- ☐ Pumps-Plumbing

### Misc. Plumbing

- ☐ Backflow Preventors
- ☐ Grease Traps
- ☐ Sewage Ejectors

### Fire Suppression

- ☐ Fire Suppression-Kitchen Hood
- ☐ Fire Suppression-Limited Area Sprinkler
- ☐ Fire Suppression-Sprinklers-Add System
- ☐ Fire Suppression-Fire Pump
- ☐ Fire Suppression-Standpipes

Notes:

## DISCIPLINE: MECHANICAL SYSTEMS

### Heating Plant

- ☐ Boiler
- ☐ Boiler Burners

### Cooling Plant

- ☐ Air Conditioning System-Add
- ☐ Chiller
- ☐ Cooling Tower

### Piping

- ☐ Piping-HVAC-Hot Water
- ☐ Piping-HVAC-Steam
- ☐ Piping-HVAC-Chilled Water
- ☐ Piping-HVAC-Condensate

### Terminal Units

- ☐ Radiators
- ☐ Unit Ventilators
- ☐ Exhaust Fan
- ☐ Terminal HVAC Units

### Pumps

- ☐ Pumps-HVAC

### ATC System

- ☐ Automatic Temperature Controls
- ☐ Automatic Temperature Controls Air Compressors

### Return

- ☐ Steam Traps

### Exhaust System

- ☐ Exhaust Systems

### Ventilation System

- ☐ Ventilation Systems

### Miscellaneous

- ☐ Dust Collection System

Notes:

## DISCIPLINE: SITE

### Exterior Paving/Walks/Stairs

- ☐ Paving/Walks
- ☐ Stairs-Exterior

### Handicapped Access

- ☐ Ramps-Exterior

### Landscaping

- ☐ Landscaping
- ☐ Fencing

### Site Drainage

- ☐ Drywell

### Play Areas

- ☐ Play Fields
- ☐ Play Equipment

Notes:

## DISCIPLINE: LIFE SAFETY

- ☐ Life Safety

Notes:

## DISCIPLINE: CHANGE OF USE

- ☐ Maximum Renovation
- ☐ Minimum Renovation
- ☐ Moderate Renovation

Notes: